

**OFFICE OF THE CHIEF ELECTORAL OFFICER
NAGALAND: KOHIMA**

No. ELE/IT-CDT/61/2023-24/Pt

Dated: 18th March, 2024

**SUVIDHA
(suvidha.eci.gov.in)**

**Application link is provided in the official website of the CEO, Nagaland:
www.ceo.nagaland.gov.in**

Objectives:

Suvidha – Facility for the Candidates and Political Parties to:-

1. Apply online Nomination Form and Affidavit
2. Apply online for different permissions during Election Campaign.

Online Nomination Form and Affidavit

Candidates can make online data entry of their personal details in the nomination form and the affidavit (Form-26)

Step 1- Registration: The Candidate will have to do the registration and login with the mobile number and OTP. After successful login, the Candidate needs to enter the EPIC number and the relevant details will be auto-fetched from the electoral roll.

Step 2- Data entry of personal details in the form and affidavit: Candidate needs to make data entry of his personal details in the nomination form and affidavit online. In case of error or mistake in entries filled in the form, it can be edited/corrected, till the finalization by the Candidate.

Step 3-Selection of preferable dates: After complete details verification, Candidate has to finalize the form and proceed further for selection of 3 preferable dates for physical submission of the form before the Returning Officer.

Step 4-Security deposit: The Candidate can choose to enter the details of challan or indicate the option to deposit it by cash.

Step 5-Physical submission of print out of the form filled online: It is to be noted that the form in which the online data entry was made by candidate, will only be treated duly submitted if a printout with QR Code is taken from the system, signed in ink, notarized and delivered by hand, either by the candidate himself or by his proposer between the hours of 11'0 clock in the forenoon and 3'0 clock in the afternoon to the Returning Officer, on the appointed date and place, specified by him. The online Nomination Facility will be closed one day prior to the last date of nomination.

Online Permissions

The Suvidha application provides facilities for applying, processing, granting and monitoring permissions.

The permissions are as follows:

- ▶ Permission to hold meeting & Loud Speaker.
- ▶ Opening of Temporary Party Office.
- ▶ Vehicle Permit.
- ▶ Permit to take out Procession & Loud Speaker.
- ▶ Permit for Street Corner Meeting & Loud Speaker.
- ▶ Helicopter & Helipad.
- ▶ Permit for Construction of Rostrum/Barricade
- ▶ Vehicle Permit (Intra District).

Facilities:

- ▶ Receipts generated for every application on successful submission of the application.
- ▶ Availability Status- Applicant can see whether the place sought for meeting etc. is booked on that date and time before proceeding with the Application.
- ▶ Forwarding letter auto generated to the permission issuing authorities who will have all details of the application.
- ▶ Assembly Constituency-wise Police Stations are mapped.
- ▶ Concerned police station will get alert over registered mobile about the application received & permission granted. They can also get the application papers for issuing no objection in Suvidha.
- ▶ Application Details Register is auto generated capturing all details of the application and decision taken.
- ▶ Event Place, Date & Time is captured in the database.

Process:

- 1) **Entry Form:** On accessing the Suvidha Application, the Application Entry Form will appear. User can fill the application entry form for seeking the permission by specifying type of permission, such as permissions for holding meetings, use of loud speakers etc.

2) Pre-defined formats for Candidate Permissions:

I. Permission to hold meeting & loud Speaker

Pre-Defined Formats:

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)
- ✓

II. Permission for opening of temporary Party Office

Pre-Defined Formats:

- ✓ Site Description Details-upload a copy of Details (Mandatory)
- ✓ Consent letter of the Owner/tenant must be attached (mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

III. Application for Vehicle Permit

Pre-Defined Formats:

- ✓ Description of vehicle (Mandatory)
- ✓ Attach a copy of the Registration/insurance/tax token (mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

IV. Permit to take out Procession & loud Speaker

Pre-Defined Formats:

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Full Details of Vehicles (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

V. Permit for Street Corner meeting & loud Speaker

Pre-Defined Formats:

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

VI. Application for Helicopter & helipad

Pre-Defined Formats:

- ✓ Application in Prescribed format (Helicopter Landing) (Mandatory)
- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ NOC from Fire Services (Mandatory)
- ✓ NOC from PWD for Construction & Helipad (Mandatory)
- ✓ Probable expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

VII. Permit for Construction of Rostrum/Barricade

Pre-Defined Formats:

- ✓ Clearance from EE/SDO/JE PWD (Mandatory)
- ✓ NOC from EE/SDO/JE Power (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

VIII. Application for Vehicle Permit (Inter District)

Pre-Defined Formats:

- ✓ Description of vehicle (Mandatory)
- ✓ Attach a copy of the Registration/insurance/tax token (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

The permissions for all the above would be given by the respective DEO except for Inter-District vehicle permit which will be given by the RO-PC.

The application for seeking permission can be filed offline also to the respective DEO/ RO who would then digitize on the application and take further necessary steps.

- 3) **Submission Receipt:** After an application is submitted, the user will get the submission slip along with unique application ID through which the application status can be tracked whether Accepted, Rejected or in Process.

For any query on Suvridha please call the toll free number 1950 or email may be sent to ceo_nagaland@eci.gov.in.

Sd/-
Chief Electoral Officer,
Nagaland, Kohima.